

Comparisons of Job Characteristics

Focus Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)

Associated Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)

Compare Knowledge

Compare Skills

Compare Abilities

Compare Detailed Work Activities

Compare Tools and Technologies

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 73

Focus Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)

Associated Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Clerical	7.3	21.6	12.7	<< Extensive education and/or training may be required
English Language	11.2	11.7	13.0	> Current knowledge level is likely sufficient
Customer and Personal Service	11.3	11.5	16.7	>> Current knowledge level is likely more than sufficient
Administration and Management	8.4	8.8	14.6	>> Current knowledge level is likely more than sufficient
Computers and Electronics	8.4	8.8	10.7	> Current knowledge level is likely sufficient
Personnel and Human Resources	5.6	6.4	10.6	>> Current knowledge level is likely more than sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 88

Focus Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)

Associated Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Active Listening	11.0	13.6	14.6	0 Current skill level may be sufficient
Reading Comprehension	10.7	13.3	12.8	0 Current skill level may be sufficient
Service Orientation	7.9	12.5	10.8	< A higher skill level may be required
Time Management	8.9	10.6	12.5	> Skill level is likely sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 96			
Focus Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011) Associated Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Comprehension	12.5	13.9	14.4	0	Current ability level may be sufficient
Oral Expression	12.4	13.5	15.1	>	Current ability level is likely sufficient
Written Comprehension	11.0	13.4	12.2	0	Current ability level may be sufficient
Near Vision	11.1	13.1	12.2	0	Current ability level may be sufficient
Speech Recognition	9.9	12.8	12.5	0	Current ability level may be sufficient
Written Expression	9.8	12.2	12.3	0	Current ability level may be sufficient
Speech Clarity	10.2	11.5	13.4	>	Current ability level is likely sufficient
Information Ordering	9.9	10.3	10.6	0	Current ability level may be sufficient
Memorization	5.6	7.5	7.2	0	Current ability level may be sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 87
Focus Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011) Associated Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)		
Work Activities	Exclusivity of Activity	
Analyze organizational operating practices or procedures	70	
Answer customer or public inquiries	41	
Coordinate staff or activities in clerical support setting	84	
Develop policies, procedures, methods, or standards	21	
Explain rules, policies or regulations	48	
Maintain records, reports, or files	5	
Plan meetings or conferences	77	
Plan or organize work	51	
Prepare reports	8	
Recommend improvements to work methods or procedures	64	
Schedule meetings or appointments	68	
Schedule or contract meeting facilities	80	
Select software for clerical activities	85	

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus
Occupation to Associated
Occupation: 85

Focus Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)
Associated Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)

Tools and Technologies	Exclusivity
Business function specific software	1
Calculating machines and accessories	3
Computer data input devices	2
Computers	1
Content authoring and editing software	1
Content management software	6
Data management and query software	1
Duplicating machines	6
Finance accounting and enterprise resource planning ERP software	2
Information exchange software	1
Network applications software	1
Personal communication devices	2
Projectors and supplies	13

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.